United Nations ST/IC/2006/15

Secretariat

15 May 2006

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2006 competitive examination for French Language Coordinator**

1. The purpose of the present information circular is to invite applications from staff members of the Secretariat at the P-2 level and below who wish to take the competitive examination for French Language Coordinator in 2006, in accordance with the provisions of ST/AI/1998/7 of 23 March 1998. The post of French Language Coordinator is classified at the P-2 level and is in the Learning Service of the Office of Human Resources Management in New York.

2. A competitive examination for the post of French Language Coordinator will be held on **5 September 2006** in New York, Geneva and other locations according to the number and location of qualified candidates convoked for the examination.

3. The purpose of this examination is to fill a vacancy for a French Language Coordinator, effective 1 March 2007, and to establish a roster from which future vacancies for the post of French Language Coordinator will be filled.

4. The examination is open to staff members of the Secretariat at the P-2 level and below who meet the eligibility requirements, as well as to qualified external applicants. Staff members from subsidiary organs of the United Nations and staff members whose service is limited to a particular organ, fund or programme of the United Nations or to special missions are considered external candidates for the purpose of these examinations. Such candidates, if successful in the examination, will be offered a new appointment with the United Nations subject to normal United Nations recruitment procedures and standards.

5. The French Language Coordinator is responsible for organizing and administering courses in French language and communications skills for United Nations staff, as well as staff from other United Nations organizations and staff in the permanent missions to the United Nations. Acting as the leader of a cohesive and effective team, the French Language Coordinator supervises the French language teachers and counsels learners; sets programme objectives on the basis of the staff members' needs; prepares charts and statistics on the evolution of the

* Expiration date of the present information circular: 31 December 2006.

06-35044 S (E) 230506

programmes and learners' test results; oversees the design of courses and workshops; ensures that appropriate methodologies are used; initiates, organizes and supervises the work of teachers assigned to special pedagogical projects, including the use of computer-assisted language learning; and provides teacher training. He/she prepares teaching and examination schedules; prepares, administers and supervises language examinations and tests, including the French Language Proficiency Examination, for which he/she is fully responsible; and carries out other staff development activities when requested. Finally, he/she works closely with the other language coordinators on joint projects of development of the United Nations Language and Communications Programme. He/she communicates with those responsible for French language courses and teachers at offices away from Headquarters and assists them if needed.

6. Staff members of the Secretariat applying for the examination must:

(a) Have French as their main language;[1]

(b) Hold an advanced university degree in French language teaching methodology, second language acquisition, linguistics, applied linguistics or a related field. Degrees with special emphasis on the theory and practice of teaching French as a foreign language to adult learners are desirable;

(c) Have at least five years' recent experience in French language teaching, programme development and management, testing and teacher training and supervision;

(d) Have recent experience in curriculum development of French language courses for adults (college/university students or adults in a work-related setting); in language examination design; in the development of writing and communication skills courses that respond to the specific needs of participants; and in teaching such courses or supervising those teaching them, preferably in a working or/and an international environment;

(e) Have experience using multimedia and video material applied to language learning as well as computer-assisted language learning technology;

(f) Possess good knowledge of word-processing and database applications;

(g) Have a satisfactory record of performance attested by their latest performance appraisal.

7. Knowledge of English is requested. Knowledge of additional official languages of the United Nations (Arabic, Chinese, Russian or Spanish) is desirable. The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that candidates' claims to knowledge of United Nations official languages be supported by relevant documentation in their official status files. Staff members who have been enrolled in the United Nations Language and Communications Programme in any of the languages claimed must have passed the United Nations Language Proficiency Examination in that language. Candidates who have not attended United Nations language courses in the languages claimed must substantiate their claims to knowledge of those languages. For this purpose,

[1] "Main language" should be understood to be the language in which the candidate is best able to work. Candidates' claims to French as their main language must be supported by relevant documentation in their official status files.

staff members should provide a clear explanation in their Personal History Profile (PHP) or P.11 form of how they acquired their knowledge of the languages claimed.

8. The Board of Examiners will review all applications. If a large number of applications is received, the Board reserves the right to admit to the examination only the most qualified candidates, to be determined on the basis of a review of qualifications that are over and above the minimum criteria set out in paragraph 6 above. Candidates who are invited to take the examination will be notified in writing by the Board. **The Board's decisions are final.**

9. The written examination, which is four hours in duration, will consist of essay questions in one or more of the following areas:

- Knowledge of the French language
- Teaching French as a foreign language
- Language teaching methodology
- Needs analysis and curriculum design
- Teacher supervision and student counselling
- Language testing
- Computer-assisted language learning and use of multimedia
- Observation of classes and teacher training.

The use of a dictionary or any other reference material will not be permitted during the examination.

10. On the basis of the results of the written examination, the Board of Examiners will invite selected candidates to the second part of the examination, which will include an assessment of the candidates' personal qualities, professional experience, ability to apply language learning theories and concepts on the job, knowledge of the United Nations and ability to work as a member of a team.

11. The Organization will reimburse the candidates' travel expenses to and from the place of the second part of the examination. Travel and accommodation expenses related to the first part of the examination will not be reimbursed.

12. On the basis of the overall results of the examination (written and oral), the Board will recommend to the Assistant Secretary-General for Human Resources Management the names of candidates who qualify for inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's recommendation in respect of their inclusion in the roster. The Board's recommendations are not subject to appeal. The Board does not release individual results.

13. A successful candidate selected to fill the vacancy will be assigned as French Language Coordinator for a trial period of two years, during which the parent department or office will block the post of the staff member. A staff member below the P-2 level will be granted special post allowance to the P-2 level as of the date of the commencement of the trial period.

14. A staff member who completes the trial period successfully and is recommended by the Office of Human Resources Management will be confirmed in

his/her functions of coordinator at the P-2 level. An internal staff member who does not complete the trial period successfully will be reassigned to his/her prior post in his/her parent department or office, and may be reassigned to another post at the same level in the parent department if the trial period has been extended beyond two years for a further trial period of one year. The special post allowance, if any, will be discontinued.

15. Staff members applying to take the examination should complete the attached form and submit it together with their PHP or P.11 form, **no later than 25 June 2006**, to:

2006 competitive examination for French Language Coordinator
Examinations and Tests Section
Division for Organizational Development
Office for Human Resources Management
Room S-2560 N
United Nations Secretariat
New York, NY 10017
U.S.A.
Fax No.: (1-212) 963-3683
E-mail: OHRM_exam@un.org

Applications received after the above deadline will not be considered. Applicants are strongly encouraged to submit their application early. Applications may be sent by e-mail, fax or mail. **Incomplete applications will not be considered**.

16. In order to ensure the receipt of all applications, staff members in field offices are requested to return their applications to the Division for Organizational Development of the Office of Human Resources Management through the Chief Administrative Officer or Director of the United Nations Information Centre of their respective duty stations by **25 June 2006**, the deadline for receipt of applications in the Examinations and Tests Section.

Application

2006 Competitive Examination for French Language Coordinator

Index No. ☐☐☐☐☐☐

Last name ☐☐☐☐☐☐☐☐☐☐☐☐ Category ☐☐ Level ☐☐

First name ☐☐☐☐☐☐☐☐☐☐☐☐ Male ☐ Female ☐

Date of entry on duty Month ☐☐ Year ☐☐☐☐

Type of contract _____ Expiration date _____

Department/Office _____ Duty station _____

Room No. _____ Tel. extension _____ Fax extension _____ E-mail _____

Have you taken this examination before? Yes ☐ in (year) ☐☐☐☐ No ☐

Have you taken another United Nations competitive examination? Yes ☐ in (year) ☐☐☐☐ No ☐

If yes, which examination(s)? _____

What is your mother tongue and main language?[a] ☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Please complete an up-to-date P.11 or Personal History Profile (PHP) form and attach it to the present application form. Applications submitted without a P.11 or PHP form or without the information requested in the present form will not be considered.

[a] Candidates' claims to French as their main language must be supported by relevant documentation in their official status files.

A. Describe your experience in the use of multimedia, video and computer for French language programme development and teaching and your experience in language testing and programme management. Also indicate software you are using and specify whether you have experience in creating web pages for language learning (one page maximum).

B. Knowledge of other languages[b]

Language(s)	*United Nations language programme (indicate highest level and date)*	*Courses taken at other institutions (name and location)*

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date _____ Signature _____

I have read information circular ST/IC/2006/15 and I understand that if I am successful in the 2006 competitive examination for French Language Coordinator and am recommended for inclusion in the roster, my assignment as a French Language Coordinator will be subject to my acceptance of the conditions of service indicated in paragraphs 12 to 14 of that circular.

Date _____ Signature _____

[b] Candidates claiming knowledge of official languages of the United Nations must submit relevant documentation to substantiate their claims.